

**MASSACHUSETTS NATIONAL GUARD
FULL-TIME MILITARY TOUR (AGR)
VACANCY ANNOUNCEMENT**

**HUMAN RESOURCE OFFICE
50 MAPLE STREET
MILFORD, MA 01757-3604**

NUMBER: FY-07-11 (AGR)

EXPIRES: 22-JAN-07

DATED: 8 DEC 06

1. ELIGIBILITY: Applications are currently being accepted for the following position in the Massachusetts National Guard under the provisions of 10 USC 681, Title 32 Section 502. AGR Branch (JFHQ-J1-AGR) will accept applications until 1700hrs 22 January 2007.

Position: RNCO	Location: B Co (MI) 26 th BSTB, 450 Concord Ave, Cambridge, MA 02138-1214
Max Grade: SFC/E7 Min Grade: SSG/E6	MOS/AOC: 96U40
Unit POC: MSG Pecenak (413) 737-0966	AGR Branch POC: SFC Kimberly Alberico (508) 233-6785
Salary: Full-time Military Pay & Allowances based on rank and time in service	Web Site: http://www.mass.gov/guard

Contingent Upon Availability of Funding

2. QUALIFICATIONS:

- a. Individual selected will be militarily assigned to the unit and will be placed in the required duty position.
- b. Accessions into the AGR Program require the following Medical Fitness Standards:
 - (1) A favorable retention physical examination (IAW AR 40-501, Chapter 3) conducted within 24 months prior to initial entry into the AGR program.
 - (2) A Human Immune Deficiency Virus (HIV) test within 24 months prior to initial entry into the AGR program.
- c. Soldiers with a favorable enlistment or appointment physical examination (IAW AR 40-501, Chapter 2) or flight physical examination (IAW AR 40-501, Chapter 4) conducted within 24 months prior to initial entry into the AGR program are not required to complete an additional retention physical examination (IAW AR 40-501, Chapter 3) for entry into the AGR program.
- d. Favorable physical examinations (IAW AR 40-501, Chapters 3) must meet the following conditions:
 - (1) Conducted within 24 months prior to initial entry into the AGR program.
 - (2) Conducted at an active military medical treatment facility, at an ARNG medical unit or at a United States Army Reserve (USAR) medical unit.
- e. For physical examinations conducted between 12 months and 24 months prior to initial entry into the AGR program, the applicant must also submit a DA Form 7349, Annual Medical Certificate, reviewed and validated through a personal interview by the State/Territory Surgeon or Health Care Provider Designee (physician's assistant or nurse practitioner) within 60 days prior to the first day of the AGR duty.

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f. Soldiers whose Physical Profile Serial (PULHES) contains a “3” or a “4” must have a completed Military Occupational Specialty (MOS) Medical Retention Board (MMRB)

IAW AR 600-60. The MMRB must have awarded a recommendation that states that the Soldier will be “Retained in Current Primary MOS.” If the MMRB recommendation is not “Retained in Current Primary MOS,” the commander is responsible for processing the Soldier per the board’s recommendation.

g. AGR Soldiers must continue to meet medical standards of chapters 3, 4, or 5 of AR 40-501 as applicable.

h. If an AGR Soldier is unable to perform his duties (IAW DA PAM 611-21), it is the commander’s responsibility to refer the Soldier for a Fitness for Duty (FFD) Evaluation (IAW chapter 10, AR 40-501). The medical community will issue the appropriate DA from 3349 and return the Soldier to duty, refer the Soldier to the Physical Performance Evaluation System (IAW AR 600-60) or refer the Soldier to the Physical Disability Evaluation System (IAW AR 40-400 or AR 635-40) as applicable.

i. The medical community makes recommendations to the commander based upon the Soldier’s medical fitness, but it is the commander’s choice whether to deploy a Soldier. Chapter 3, Medical Fitness Standards for Retention is appropriate for accession into the AGR program.

j. AGR personnel may not be eligible for or be receiving an immediate Federal Retirement Annuity (military or civilian).

k. Applicants must have sufficient time remaining on current enlistment to permit the completion of the initial three (3) year tour of duty or must be willing to extend.

l. Individuals entering into their initial AGR Tour must be able to serve at least (3) years in an active military status IAW AR135-18, chapter 2, prior to completing 18 years of Active Federal Service (AFS).

q. Military technicians may not convert in-place to AGR status. An incumbent military Technician may only change to AGR status in conjunction with a different SPMD position, defined as a SPMD position with a different position number.

r. Any falsification of the eligibility requirements will result in immediate release from the AGR program.

s. Applicants must possess a valid state driver’s license and be qualified to operate a GSA lease vehicle.

t. MOSQ requires the successful completion of a Class 3/UAV flight duty medical examination.

u. MIN SCORE 105 aptitude area SC

Must provide proof of certification IAW 40-5 has meet the required respirator screening and fitting.

v. Must be willing to attend 96U MOSQ School in April 07 thru Sep 07 and RNCO Course (PEC) NLT 1st QTR 2008.

w. Although selection may be at the conclusion of this announcement, school dates and AGR hiring is based upon a ‘funds-available’ timeline. The selected NCO, however, will eventually occupy the vacated position on AGR funds.

3. APPLICATION PROCEDURES:

a. **ALL APPLICANTS will submit:**

- (1) A copy of this announcement.
- (2) NGB Form 34-1 (Application for Active Guard/Reserve (AGR) Position) completed and signed.
- (3) Photocopy of the most current DA Form 705 (APFT Score Card.)
- (4) Class A DA photo taken within the past 12 months (a Polaroid type photo in Class A uniform is *not* acceptable). If recent photo taken you may be able to locate copy on IPERMS
- (5) Statement from the Commander/supervisor stating soldier meets height/weight/body fat requirements and is not enrolled in the weight control program.

b. **APPLICANTS will obtain the required documents below from their Official Military Personnel File (OMPF)** by accessing the Personnel Electronic Records Management Systems online (PERMS). Log into the AKO website www.us.army.mil or the IPERMS website at <https://statepermsompf.hoffman.army.mil/rms/login.jsp>

- (1) DD Form 214s and NGB Form 22s
- (2) Copy of last 5 NCOERS

Any questions regarding accessing your records contact **JFHQ-J1-PARC, 50 MAPLE STREET, MILFORD, MA 01757-3604** Customer Service: (508-233-6772).

Prior to submitting the above required paperwork contact the **Personnel Automated Record Center (PARC)** to schedule an appointment with: Customer Service: (508-233-6772) to review your records and obtain the remaining documents:

- (3) A certified copy of DA 2-1

Any documentation missing requires a letter regarding the circumstances be enclosed in the application packet.

c. Soldier will then forward the completed packet to HRO/AGR Branch. All applicants will be notified in writing within 30 days after the selection board.

ALLOW YOURSELF AMPLE TIME TO COMPLETE ALL OF THE ABOVE ACTIONS

4. DUTIES AND RESPONSIBILITIES

INTRODUCTION: This position is located in the Company/Detachment size units of the Army National Guard. The purpose is to provide supervisory manpower to enhance the readiness status of units. Readiness encompasses training, mobilization, planning, supply, maintenance, pay and personnel functions relating to the welfare of the soldier and mission capability. The Readiness NCO will be involved in the day-to-day conduct and supervision of these and acts as the

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commanders' representative and spokesman in the daily operation of the unit to ensure the highest readiness status of the unit.

a. Advises the commander on training, logistics, personnel and unit mobilization readiness requirements and ensures that the unit develops, updates, and maintains comprehensive mobilization plans, including preparation of units COMPASS and AVEL reports, vehicle load plans, unit movement plans, convoy clearance requests, preparation of Annual Post Mobilization Training Support Reports, the Unit Alert Roster and the unit Home Station Activities list and ensuring that the unit is POM/POR qualified. Review and implement mobilization directives and regulations. Obtains all required data for the unit status report and assists the commander in preparing readiness as prescribed in AR 220-1. Monitors the Equipment on Hand (EOH) and the equipment Readiness (ER) status of the unit and keeps the commander informed on these issues.

b. The Readiness NCO supervises the duties performed by the unit's full-time logistics personnel. These include the duties of the unit Supply NCO in maintaining property accountability, ensuring all required equipment is on hand or on valid requisition, scheduling all required inventories, audits and reconciliation's, and the maintenance of Combat Parts Load (CPL) if retained at unit level. Coordinates maintenance support required from supporting OMS or other installation maintenance training with the supporting OMS shop chief (s). They also recommends to the commander, course of action to correct deficiencies in achieving maintenance standards and ensure the accountability and adequacy of CPLs if maintained at OMS level. Must be proficient in unit level logistics procedures and policies.

c. Drafts the training schedules for command approval which comply with command guidance and directives and the publications of higher headquarters. Establish a direct line of communication with training and mobilization action personnel at higher headquarters.

d. Supervises the development and monitoring of a comprehensive MOS qualification training program. Advises and assists the unit NCO's in implementation and conduct of supervised on-the-job-training (SOJT) programs. Advises personnel on military education requirements and prepares applications for Army service schools and extension centers for them.

e. Attends all unit training assemblies additional training assemblies and annual training periods. Provide assistance and guidance in the preparation for execution of unit training and other mobilization readiness related activities. Ensure that preparatory visits are conducted as necessary to training sites to ensure availability of such sites and to procure training areas, ranges, training equipment, and other facilities required by the unit.

f. Responsible for supervising the implementation and accomplishment of the Individual Training and Evaluation Program (to include SDT) as prescribed in AR 350-37, and of the Battalion training management System (BTMS) at company/detachment level. **Responsible for scheduling monitoring recording and compiling specific MI ITEP data to include** supervising control of materials, and publications and soldier's manuals; responsible for monitoring individual training records and keeping the commander informed on the individual training status of the unit personnel.

g. Supervises the overall operation of the full-time unit support staff. Is responsible for ensuring the commander's concept of operations for the full-time personnel is executed and for advising the commander and supervisory personnel on the status and efficiency of the full-time personnel.

h. The readiness NCO will be integrated into the rating scheme of subordinate full-time personnel.

i. Works directly with the commander in monitoring the recruiting and retention activities of the unit. Involved in the maintenance of strength, personnel and readiness in the unit; also include employment support and family programs.

j. Responsible for the overall supervision of all pay, personnel and administrative activities of full-time personnel in caring for the welfare of unit soldiers. Executes established procedures to be followed in the resolution of all personnel matters and supervises those procedures until eventual solution. Establish a direct line of communication with pay administrative, and supply action with personnel in higher headquarters. Established and maintains personnel proficiency in all supply, financial and personnel procedures.

k. Responsible for all facets of REDTRAIN budgeting, future planning expending yearly funds on personnel and equipment; manages a separate TROOPERS account.

l. Will be the primary TCO for language programming, testing budgeting, monitoring future forecasting requirements; additional responsibilities will include but no limited to monitoring payroll of FLPP (foreign language proficiency pay)

m. Primary POC for all security clearance related issues.

o. Responsible for drawing and maintaining issuing UAV equipment; effectively able to perform flight line operations to include maintenance checkout inspection assemble disassembly and trouble shooting. Follow-on maintenance courses TBD will be required and fitted for OSHA specific personal protective equipment.

p. Performs other duties as assigned.